



Amerikanisches Generalkonsulat Leipzig

Wilhelm-Seyffferth-Str. 4

04107 Leipzig

tel: 0341-21384-20

fax: 0341-21384-32

email: NussC@state.gov

<http://leipzig.usconsulate.gov/>

**American Consulate General
Internship for German Students
Application Instructions**

All applications must be submitted in English.

Due to a lengthy security process, deadlines for applications will not be extended.

Minimum internship of 6 weeks, 20-25 hours per week. If you have further questions, please email or call Chris Nuss (contact information above).

To apply, please fill out the form and mail to the following address:

Amerikanisches Generalkonsulat

z.H. Frau Chris Nuss, Personalabteilung

Wilhelm-Seyffferth-Str. 4

04107 Leipzig

OR Email to: NussC@state.gov

OR Fax to: 0341-21384 32

Submission Deadlines:

January-February 2006: October 1, 2005

March-April 2006: December 1, 2005

Requirements:

English language: speak, read and write

Citizenship: German (security clearances for non-German citizens would take over a year)

Minimum age: 18

Enrolled at a University

Picture (can be scanned or sent as a jpeg file)

Preferred Skills:

Computer skills: MS Word, PowerPoint, MS Outlook

Service oriented



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Application Form for Internship

Last Name: _____

First Name: _____

Street Address: _____

Email: _____

Telephone: _____

Citizenship: _____

Date of Birth: _____

Preferred dates for Internship:

1) _____

2) _____

3) _____

Hours per week: _____

Year of Study: _____

Area of Study: _____

Previous visits to the US: _____

Computer Skills (1 excellent – 5 no skills)

MS Word _____ MS Outlook _____ HTML _____ PowerPoint _____

Tell us about yourself and why you're interested in working for the Consulate (500 words or less in English).